

**UNITED STATES BANKRUPTCY COURT  
EASTERN DISTRICT OF NORTH CAROLINA**

**FEE PAYMENT THROUGH PAY.GOV**

The Internet Credit Card module of CM/ECF offers many advantages and will allow attorneys

- (1) to pay filing fees with their credit card over the Internet at any time
- (2) review their Internet credit card transaction payment history
- (3) review any outstanding payments due to the court
- (4) request online payment of unpaid balances.

At the end of filing any pleading that requires a fee, the user will automatically be prompted to "Pay Now" or "Continue Filing." The "Pay Now" option prompts the user to enter the attorney's payment information which will generate a confirmation screen containing a link to the receipt and a transaction number. Users should print the receipt for reconciliation with their credit card statement.

The "Continue Filing" option allows the user to delay payment until the end of the day. The Court requires that fees be paid on the same day. Should payment not be made on the same day as the filing, an e-mail will be sent to the attorney stating:

"This is an automated notice to remind you that you have outstanding fees due to the Eastern District of North Carolina Bankruptcy Court (see the attached report). Please login to CM-ECF and pay these fees by clicking on the Utilities menu and selecting the 'Internet Payments Due' option.

If payment is not made on the second day after filing, you will be prevented from further e-filing until the fee is paid. A Show Cause Hearing will be scheduled as soon as possible to show cause why the document should not be dismissed for failure to pay the filing fee.

If you are having technical difficulties in processing your payment, please call 252-237-0248."

An example of the attached report:

---

\*\*\*\*\* **IMPORTANT NOTICE** \*\*\*\*\*  
Do **NOT** use the browser 'Back' button during the payment process.  
\*\*\*\*\*

**Summary of current charges:**

<b>Date Incurred</b>	<b>Description</b>	<b>Amount</b>
2005-02-10 15:58:01	Voluntary Petition (Chapter 11)(05-08006 -8) [caseupld,1032u] ( 839.00)	\$ 839.00
		<b>Total: \$ 839.00</b>

[Pay Now](#)

[Continue Filing](#)

---

Pleadings currently requiring fees that will be paid by credit card via the Internet are:

- Notice of Appeal
- Notice of Cross Appeal
- Voluntary Petitions (all chapters)
- Adversary Proceedings
- Amendment to Schedules (when adding creditors)
- Conversion of Case to Chapter 7
- Conversion of Case to Chapter 11
- Registration of Judgment from Another District
- Withdrawal of Reference
- Motion for Relief from Stay
- Motion to Compel Abandonment
- Motion to Sever Case
- Motion to Reopen Case

The following screen is displayed after the Notice of Electronic Filing:

---

\*\*\*\*\* **IMPORTANT NOTICE** \*\*\*\*\*  
Do **NOT** use the browser 'Back' button during the payment process.  
\*\*\*\*\*

**Summary of current charges:**

<b>Date Incurred</b>	<b>Description</b>	<b>Amount</b>
2005-02-10 15:58:01	Voluntary Petition (Chapter 11)(05-08006 -8) [caseupld,1032u] ( 839.00)	\$ 839.00
		<b>Total: \$ 839.00</b>

Pay Now

Continue Filing

---

If the attorney clicks the Continue Filing button, the charge is recorded and the payment process is deferred. The next time the attorney submits a filing of any kind to any case, the Summary of Current Charges will be displayed, showing all deferred charges along with the new fee, if any. Remember to pay all fees on the same day as the filing!

When the “Pay Now” option is selected, the user is presented with a payment information screen that includes the cardholder name, address and payment type. The cardholder name, first address line, and zip code default to the values shown in the CM/ECF utilities “Maintain Your ECF Account.” **Users should be aware that changing these values on the payment information screen does not affect their CM/ECF account.**

**SPECIAL NOTES:**

- \$ Fields marked below with an asterisk are required fields.
- \$ The **address** field is marked as required; however, this **address** does not have to be the credit card billing address, it only matters that an address be in that field. The Address field will be pre-populated with the user's address from CM/ECF which should not need to be changed.
- \$ The **Cardholder Name** and **Zip Code** fields are also pre-populated with data from CM/ECF which should not need to be changed as it is not validated against the credit card number.
- \$ The **Security Code** field is not marked as required; however, if you choose to enter a security code (the special numeric combination on the back of your credit card) it must be correct or your transaction will fail.
- \$ When filling in the payment information, do not use hyphens or spaces in the **Card Number**.
- \$ The year of the **Expiration Date** must be entered using four-digits (i.e. 2004).
- \$ The **Payment Amount** field CANNOT be changed from the filled-in value.

---

### Enter Payment Information

Cardholder Name:	Attorney Test *
Billing Address:	27 Attorney Drive *
Billing Address 2:	
City:	Raleigh
State/Province:	NC
ZIP/Postal Code:	28601
Country:	United States ▼
Card Type:	Visa ▼ *
Card Number:	4111111111111111 * <a href="#">Reset</a>
Expiration Date:	January ▼ / 2006 *
Payment Amount:	\$300.00

---

Clicking the “Continue” button presents the user with a summary screen. After carefully reviewing the payment information, the user must check the Authorization checkbox. Entry of the e-mail address is optional. After all information has been verified, click on the “Make Payment” button.

**WARNING:** Pressing the “Make Payment” button more than once may result in multiple transactions being processed.

---

### Payment Summary and Authorization

**Cardholder Name:** Attorney Test  
**Billing Address:** 1552  
**Billing Address 2:**  
**City:** Wilson  
**State/Province:** NC  
**ZIP/Postal Code:** 27896  
**Country:** USA  
**Card Type:** Visa  
**Card Number:** \*\*\*\*\*1111  
**Expiration Date:** 1 / 2008  
**Payment Amount:** \$839.00  
**Current Date and Time:** 02/11/2005 10:02 EST

#### Authorization \*

☐ I authorize a charge to my card account for the above amount in accordance with my card issuer agreement.

#### Confirmation Receipt Request

To have a confirmation email sent to you upon completion of this transaction, provide an email address and confirmation below.

**Email Address:**

**Re-enter Email Address to Confirm:**

---

If processing is successful, a confirmation screen is displayed showing a link to the CM/ECF receipt and the transaction number. It is recommended that users print the receipt for reconciliation with their credit card statement.

---

### U.S. Bankruptcy Court Eastern District of North Carolina

Thank you. Your transaction in the amount of \$ 839.00 has been completed.

Please [print a copy of](#) your transaction receipt for future reference. The transaction number is 836.

#### Detail description:

Voluntary Petition (Chapter 11)(05-08006 -8) [caseupId,1032u] ( 839.00)

Close window

## Monitoring and Recording Payments

An attorney can monitor his Internet fees and payments using the Internet Payments Due and Internet Payment History options on the Utilities menu (in the “Your Account” section).

### Internet Payments Due

This screen lists fees for which the filer did not complete the payment process upon completion of filing. It is the same screen that is displayed at the end of a filing transaction. As when filing, the “Pay Now” button makes a connection to the U.S. Treasury.

---

#### Summary of current charges:

Date Incurred	Description	Amount
2005-02-10 15:58:01	Voluntary Petition (Chapter 11)(05-08006 -8) [caseupld,1032u] ( 839.00)	\$ 839.00
		<b>Total: \$ 839.00</b>

Pay Now

Continue Filing

---

### Internet Payment History

This listing includes all payments of charges incurred via the Internet, whether those payments were made via the U.S. Treasury or by other methods. The payments are in order by receipt number. The attorney can request to see payments within a specified day range.

---

United States Bankruptcy Court  
Eastern District of North Carolina  
Internet Payment History for Doe, John

Date Paid	Description	Payment Method	Receipt #	Amount
2005-01-19 10:37:50	Voluntary Petition (Chapter 7)(05-00003-5) [misc,volp7] ( 209.00)	credit card	101	\$ 209.00
2005-01-19 11:05:50	Motion For Relief From Stay(05-00003-8) [motion,mrlfsty] ( 150.00)	credit card	115	\$ 150.00

---

**NOTE** - When utilizing the Internet Payments Due and the Internet Payment History reports, the attorney must Login using each Login assigned in order to get a complete and accurate report of pending fees or payment history.